

# 2013 SARC Annual Report

## California Department of Transportation, District 12

**Alternative Names(s):** Caltrans District 12

**Agency Type(s):** Caltrans

**Report Type:** Full

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Orange County  
Jurisdiction: Irvine

*Mailing Address*

**CalRecycle Representative**

Mallory Burden  
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**Number of Employees at Agency:** 810

**Annual Report Status:** Submitted

Submitted by Bridget Omar ([bridget\\_omar@dot.ca.gov](mailto:bridget_omar@dot.ca.gov)) on April 25, 2014

### Additional Annual Report Information

The information below is additional information for this annual report provided by the Agency to CalRecycle staff.

*No additional information provided.*

### Contacts

**1) Bridget Omar** (Recycling Coordinator) - Automotive Management/Auto Pool

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**3) Ryan Chamberlain** (Director) - Director

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**4) Sarah Sanchez** (Supervisor) - Branch Chief



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**State Agency Reporting Center (SARC)**

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## Facilities

### 1) University Construction Field Office (17 employees)

*Facility Address*

3251 1/4 University Dr.  
Irvine, CA 92512

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### 2) Batavia Maintenance Station (57 employees)

*Facility Address*

1808 North Batavia Street  
Orange, CA 92865

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### 3) Bolsa Chica Maintenance Station (13 employees)

*Facility Address*

13072 Bolsa Chica Rd  
Westminster, CA 92683

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### 4) Brea Maintenance Station (19 employees)

*Facility Address*

13571 Central Avenue  
Brea, CA 92621

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### 5) Huntington Beach Construction Field Office (12 employees)

*Facility Address*

19601 Beach Blvd  
Huntington Beach, CA 92648

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### 6) Orange Maintenance Station (29 employees)

*Facility Address*

691 South Tustin Street  
Orange, CA 92866

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**7) San Juan Maintenance Station (17 employees)**

*Facility Address*  
32941 Camino Capistrano  
San Juan Capistrano, CA 92675

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**8) Stanton Maintenance Station (17 employees)**

*Facility Address*  
8122 Katella Ave.  
Stanton, CA 90680

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**9) Costa Mesa Maintenance Station (51 employees)**

*Facility Address*  
1090 S. Bristol St.  
Costa Mesa, CA 92626

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**10) Traffic Management Center - TMC (9 employees)**

*Facility Address*  
6681 Marine Way  
Irvine, CA 92618

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**11) Toll Road Maintenance Station (26 employees)**

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6685 Marine Way  
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**12) McFadden Construction Field Office (21 employees)**

*Facility Address*  
15700 Tustin Village Way  
Tustin, CA 92780

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**13) Marine Way Maintenance Station (55 employees)**

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6641 Marine Way  
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**14) Marine Way Construction Field Office (16 employees)**

*Facility Address*

6521 Marine Way, Trailer 1; 6533  
Marine  
Irvine, CA 92618

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**15) Savi Ranch Construction Field Office (7 employees)**

*Facility Address*

22800 Savi Ranch Parkway, Suite 206  
Yorba Linda, CA 92887

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**16) Brea Construction Field Office (6 employees)**

*Facility Address*

3020 Saturn Street, Suite 100  
Brea, CA 92821

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**17) Rossmoor Construction Field Office (6 employees)**

*Facility Address*

3030 Old Ranch Parkway, Suite 375  
Seal Beach, CA 90740

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**18) Bixby Knolls Construction Field Office (3 employees)**

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Seal Beach, CA 90740

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**19) Harbor Construction Field Office (2 employees)**

*Facility Address*

200 North Harbor Blvd., Suite 2010  
Anaheim, CA 92805

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## Annual Per Capita Disposal

### Employees

Total Number of Employees: 897

Explain who was included in this number and how was this employee number calculated.



*Employees included in the total count are as follows: District 12 employees working at the District office, Construction and Maintenance Field offices; and non-District 12, Departmental employees (D11, D20, D22, D23, D32-Shop 12, D59, and D65) working within District 12 offices.*

*The employee count was ascertained by using Personnel reports received from the following offices: Budgets, Construction, and Maintenance. Non-District 12 )Departmental) employee counts were calculated utilizing the District 12 roster.*

### Non-Employee Population

Total number of non-employee population: 6,500

Population Type: Visitors

How was this population number determined?

*The non-employee population is comprised of visitors, vendors and technicians, to the District building. The aforementioned individuals are required to sign-in at the first floor Security Guard station before entering the facility. The sign-in logs are utilized to compute the total number of visitors to the District building.*

### Disposal

Total amount disposed: 1,889.54 tons

How was this disposal number determined?

*The disposal amount was calculated from Solid Waste Disposal and Recycling Report (CEM-4401) forms. The CEM-4401 provides a specific breakdown of materials as follows:*

- 1. Amount Taken to Landfill (tons)*
- 2. Amount diverted from Landfills to a recycling facility (tons)*
- 3. Amount Generated and Then Reused on this job (tons)*

### Annual Results

	Employee Population		Non-Employee Population	
	Target	Annual	Target	Annual
Per Capita Disposal Rate (pounds/person/day):	74.8000 000000 00000	11.54	148.3000 00000000 000	1.59

### Questions

What types of waste are still thrown away (not reused, recycled, or composted)?

*Referring to our CEM-4401 forms, the following materials were taken to a landfill:*

*concrete (88.50 tons), metal (108.34 tons), mixed debris (1,348.05 tons), wood (314 tons) and other (30.65 tons).*

What difficulties or obstacles have you had with finding ways to recycle, reuse or compost these types of wastes?



*The materials listed above are reuse from construction projects. Contracts for these projects include specifics on how to handle refuse. Factors as to why these materials were not recycled is unknown.*

## Programs

### Recycling

Beverage containers  
Glass  
Plastics (#3-7)  
Cardboard  
Newspaper  
Office paper (white)  
Office paper (mixed)  
Confidential shredded paper  
Copier/toner cartridges  
Scrap metal  
Wood waste  
Textiles  
Sludge (sewage/industrial)  
Tires  
Construction materials/debris  
Rendering



District 12 fully participates in all recycle programs available through our District building, Field office locations, Field construction and maintenance projects.

The District 12 building is housed in a leased facility and Property Management(LBA Realty) provides recycle bins for paper, plastics, batteries and toner/inkjet cartridges. In addition, LBA Realty offers bi-annual e-cycle events to tenants, and District 12 (including all Field Office locations) fully participates in these events.

Recycle activities for calendar year 2013 are as follows:

1. District 12 recycled 4.58 tons of e-waste material.
2. District 12 Construction Field offices recycled 167,202.50 tons of material (asphalt 62,561.00 tons, concrete 22,976.38 tons, metal 80.00 tons, mixed debris 123.00 tons, wood 1,130.00 tons, and other 4,513.00 tons)
3. District 12 Construction Field offices reused 6,764.50 tons of material on the job ( asphalt concrete 6000.00 tons, wood .50 tons, and other 764 tons)
4. District 12 Maintenance Field offices recycled 179.38 tons of material. There is a mandatory contract in place which is administered by Calrecycle, to utilize vendor SA Recycling to collect/process recycled materials (majority is metal, aluminum, etc.) from District 12's nine (9) Maintenance field office locations.
5. District 12, Shop 12 office, recycled 18.7307 tons of material (antireeze 1.200 tons, batteries 3.201 tons, motor oil 4.1562.50 tons, tires 10.1735 tons)

Recycle activities for calendar year 2013 are as follows:

1. District 12 recycled      tons of e-waste material
2. District 12 Construction Field offices recycled      tons of material (asphalt      tons, concrete      tons, metal  
tons, mixed debris      tons, wood      tons, and other      tons)
3. District 12 Construction Field offices reused      tons of material (asphalt      tons, concrete      tons, and other  
tons)
4. District 12 Maintenance Field offices recycled      tons of material. There is a mandatory contract in place which is  
administered by CalRecycle, to utilize vendor SA Recycling to collect/process recycled materials (majority is metal, aluminum, etc.) from  
District 12's nine (9) Maintenance field office locations.
5. District 12, Shop 12 office, recycled      tons of material (antifreeze      tons, batteries      tons, oil filters      tons,  
oil waste      tons, solvent      tons, tires      tons, metal      tons, and absorbent      tons)

## Organics Recycling

- Xeriscaping (climate appropriate landscaping)
- Green Waste - On-site composting and mulching
- Green Waste - Self-haul
- Green Waste - Commercial pickup

*Xeriscaping: Our roadside landscape use low-water use landscaping.*

*Green Waste: Mulching occurs*

*Green Waste, Self haul: Hauled to the dump*

*Green Waste, Commerical pickup: Green waste is hauled to the dump.*

### Material Exchange

Nonprofit/school donations

Internal property reutilizations

Employee supplies exchange

*Our Property Controller works with DGS to donate appropriate equipment (computer, etc.) to non-profits/schools.*

*District 12 employees routinely exchange and/or reuse furniture, materials, etc.*

### Waste Prevention/Re-use

Paper forms reduction - online forms

Bulletin boards

Remanufactured toner cartridges

Reusable boxes

Reusable pallets

Electronic document storage

Intranet

Reuse of office furniture, equipment & supplies

Reuse of packing materials

Reuse of construction/remodeling materials

Double-sided copies

Email vs. paper memos



*Paper forms reduction: All forms utilized by our Department/District are available online.*

*Bulletin boards: Used throughout our District (all four floors of the District building and all Field office locations) to disseminate information to employees.*

*Remanufactured toner cartridges: Purchased by our Cal-Card holders.*

*Reusable boxes: Cardboard boxes are reused for storage, shipment, etc.*

*Reusable pallets: Our Stockroom and Reprographics areas, routinely use pallets for large shipments of paper/equipment. The pallets are reused by our employees and the vendors that deliver them.*

*Electronic document storage: Our project Management unit acquired a server designated for file storage. Server was brought online in 2012 and electronic file storage is now occurring.*

*Intranet: The majority of employees working in District 12 have access to our intranet, and an e-mail account. The District Intranet is utilized to disseminate information to employees, and e-mail accounts are an integral part of our business operations. Employee e-mail accounts are used to send/receive information that include flyers/attachments, which alleviates the need to print and disseminate this information on a large scale.*

*Reuse of office furniture, equipment & supplies: The various Divisions/Units operating within District 12 purchase their own equipment/furniture/supplies, etc. When new items come in, Divisions/Units will offer their old items to other units/employees. A lot of furniture has been recycled through this process.*

*Reuse of packing materials: When shipments are received, bubble wrap, etc. are reused by employees/mailroom.*

*Reuse of construction/remodeling materials: As previously described on CEM-4401 reports.*

*Double-sided copies: Our Reprographics unit creates a multitude of materials that are double-sided.*

*E-mail vs. paper memos: E-mail is the standard means of communication within our Department/District. Information/updates are disseminated to employees via e-mail.*

## Green Procurement

Recycled Content Product (RCP) procurement policy

Environmentally Preferable Purchasing (EPP) procurement policy

Staff procurement training regarding RCP/EPP policies

RCP/EPP language included in procurement contracts for products and materials

Other green procurement activities (explain in Agency Program Notes below)

*District 12 adheres to public Contract Code 12153, which requires State Agencies to utilize recycled-content products (RCP). All credit card (CAL-Card) holders receive training through our Division of Procurement and Contracts (DPAC) on the importance of purchasing recycled items and obtaining a Recycle Content Certification form (ADM 2038).*

## Training and Education

Signage (signs, posters, including labels for recycling bins)

Brochures, flyers, newsletters, publications, newspaper articles/ads

Outreach (internal/external) e.g. environmental fairs

Employee training

Special recycling/reuse events

*Earth Day: District 12 employees from Environmental and Transportation planning attended an LBA sponsored Earth Day Event on 04/22/2013. Employees set up a booth and distributed materials and brochures, educating the public on environmental concerns and recycle efforts.*

*Departmental policy (Deputy Directive DD-105) outlines the Department's Recycle Program and includes the principles of Reduce, Reuse, and Recycle.*